SOUTH AFRICAN COUNCIL for the ARCHITECTURAL PROFESSION

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SACAP/R0007

PRACTICAL TRAINING AND EXAMINATION POLICY STATEMENT

PREAMBLE

WHEREAS it is internationally accepted that:

Candidates for registration shall be required to have completed at least two years of acceptable training prior to registration to practise as a professional and

WHEREAS the South African Architectural Profession Act (Act 44 of 2000) allows for the registration of candidates in different categories prior to application for registration as a professional in the appropriate category: and prescribes in Section 18(3) that

> *A person who is registered in the category of candidate must perform work in the architectural profession only under the supervision and control of a professional of a category equal or above the level of the candidate and*

WHEREAS the Act prescribes in Section 19(2) that the Council must be satisfied that an applicant who applies for registration as a professional

(i) Has demonstrated his or her competence as measured against standards determined by the council for the relevant category of registration; and

(ii) Has passed any additional examinations that may be determined by the council.

The following policy was adopted in respect of applicants.

TRAINING POLICY

1. GENERAL

1.1 This document is to be used as a guide by newly qualified graduates in architecture who have to complete a period of structured practical training and pass an examination in professional practice in order to register as a professional;

1.2 This practical training complements the academic education of the prospective professional by adding knowledge and experience which are fundamental to the profession and can only be obtained in practice.

1.3 The applicant is solely responsible for obtaining such practical training and for furnishing proof thereof. The nature of the required training and documentation are described further in this document.

1.4 Candidates who are not able to find regular employment may be assisted by registered persons who will be required to act as mentors in a prescribed format of supervision.

2. NATURE OF TRAINING

2.1 The training must take place under the supervision of a professional of a category equal to or above that of the candidate. It should be structured to place progressively more responsibility on the candidate to ensure that he or she is capable of applying academic knowledge to practice and of making and executing professional decisions.

2.2 Experience gained during the training period should include the elements of practice stipulated in Appendix A.

3. EXAMINATION

3.1 In addition to acquiring the required number of value units as stipulated in Appendix A, applicants are required to pass a written examination. This examination usually takes place in March and September each year and may not be written until the candidate has completed the required recognised practical experience as set out in appendix A.

3.2 **Candidates who are not registered or have not submitted their training records will not be admitted to the examination**.

NOTE: The original Monthly Training Record must be submitted to the Registrar of the Council within two weeks of the end of each month. Copies of the training records must also be submitted to the employer or mentor.

4. RESPONSIBILITIES OF THE CANDIDATE

4.1 The onus is on the candidate to ensure that his/her training meets the requirements set out in the policy statement. Should he or she experience difficulties with his/her training he or she should attempt to resolve these with his/her employer or, if necessary, with his/her mentor.

4.2 The candidate is responsible for completing the monthly training record forms and for **submitting the originals to the Council within two weeks of the end of each month**.

4.3 A candidate must submit a concise report of not less than 1 500 words on his/her training and experience at the end of the full practical training period. This report must, including his/her views of the effectiveness of such training.

5. ROLE OF THE EMPLOYER

5.1 Employers are morally obliged to assist candidates to obtain the required breadth of training by providing opportunities for a variety of experiences and by actively imparting knowledge.

5.2 Employers should maintain a file in the prescribed format on each candidate in their employ to enable them to submit a written report on the nature and level of work performed and the professional competence displayed by an applicant.

6. ROLE OF THE MENTOR

6.1 Mentors selected in terms of 1.4 will be required to submit a report in the prescribed format to the Registrar on the nature and level of work performed and the professional competence displayed by an applicant.

7. DURATION OF TRAINING PERIOD

7.1 The length of the training period is a minimum of two years and it shall commence only after a candidate has passed the examinations recognised by the Council in terms of Section 19(2)(b) of the Act. This period will be extended if candidates have not obtained the required value units under each section as set out in Appendix A.

8. EXCEPTIONAL CASES

8.1 Notwithstanding any stipulation of this policy the Registrar may consider, at his/her discretion, applications for credit in respect of exceptional experience.

APPENDIX A

REQUIREMENTS FOR PRACTICAL TRAINING

NOTE: In terms of section 18(2) of Act 44 of 2000 experience must be obtained under the supervision and control of a person registered in terms of section 19(2)(a) of the Act.

Candidates are required to obtain 400 value points in a 24-month period of practical training.

- One value unit is either (i) one full working day of relevant experience; or
  (ii) attendance of a two hour educational session.
- Two value units are given for attendance of a half day educational session*, and
- Three value units are given for attendance of a full day educational session*.
- A maximum of 40 value units may be obtained by attendance of educational sessions.
- Minimum of value units to be obtained in each of the various sections of the syllabus are stipulated below. These add up to 320. The additional 80 units may be acquired in any section/s at the discretion of the candidate.

*An educational session is a formally structured lecture, seminar, workshop, conference, congress or colloquium approved by the Council for the purpose of this document.

CATEGORIES OF EXPERIENCE	MINIMUM VALUE UNITS			
	Arch	**S Arch Tech**	**Arch Tech**	**Arch Draught**
1. Project and Office Management • Meeting with clients • Discussions with clients of the brief and the preliminary drawings • Formulation of client requirements • Pre-contract project management • Determination of contract conditions • Drafting of correspondence • Co-ordination of the work of consultants • Office and project accounting systems • Personnel issues • Statutory requirements for running an office • Professional Insurance	**80**	**80**	**64**	**40**
2. Design and Design Documentation • Site investigation and evaluation • Meeting with relevant authorities • Assessment of the implications of relevant regulations • Preparation of schematic and design development drawings • Checking design proposals against statutory requirements • Preparation of budgets, estimates, cost plans and feasibility studies	**40**	**30**	**24**	**8**
3. Construction Documents • Preparation of working drawings and specifications • Monitoring the documentation process against time and cost plans • Checking of documents for compliance with statutory requirements • Co-ordination of subcontractors documentation • Co-ordination of contract drawings and specifications	**120**	**150**	**200**	**240**
4. Contract Administration • Preparing, receiving and adjudication of documentation of bids or tenders and the procedures connected therewith • Site meetings • Inspection of works • Issuing instructions, notices and certificates to the contractor • Client reports • Administration of variations and monetary allowances • Resolution of Disputes • As built drawings • Final accounts	**80**	**60**	**32**	**32**
TOTAL OF MINIMUM UNITS REQUIRED IN CATEGORIES 1 - 4	**320**	**320**	**320**	**320**
TOTAL UNITS REQUIRED	**400**	**400**	**400**	**400**